

ADMINISTRATIVE PLAN

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JMWAVE COMBAT ACTIVITIES - AMEND

I. PURPOSE

1. This Administrative Plan covers the administration of an organization having the same aim as the United States Government in its efforts to combat Communism in AMERICA. JMWAVE does not exercise any control over the activities of the groups but it is merely financing their actions.

II. BUDGETS

2. The AMEND Executive Committee has appointed a former PERMANENT Certified Public Accountant, as Controller. Under his direction, and with KUBARK advice and consent, an accounting system has been installed to provide appropriate data for funds received and disbursed by AMEND. The AMEND Controller shall submit monthly budget estimates for expenditure for review and approval by KUBARK as a basis for monthly funding. These estimates shall be reviewed and approved by the Chief of Station, JMWAVE, providing they are in conformance with prior approved limitations imposed by JMWAVE. Budgets in excess of the JMWAVE limitation must be forwarded to JMWAVE for approval.

III. FUNDING

3. Funding of AMEND is conducted under the overall report JMWAVE approval within funds provided in the project JMWAVE budget. Actual transactions of funds will be maintained in a separate account with the assistance of the Controller, Chief of Station, JMWAVE and the Controller and accountability transferred to the Certifying Officer, JMWAVE.

IV. FINANCIAL REPORTING

4. Monthly, the Controller of AMEND will forward to the JMWAVE Certifying Officer a summary for funds received and disbursed during the month. In addition, the Controller, JMWAVE will provide the Certifying Officer JMWAVE with monthly listing of salaries and dependent payments made by AMEND. These computations shall show at least the

beginning and balance on hand, cash receipts during the period and the general ledger for which the funds were expended, together with a monthly statement. The statements shall be certified to be true and accurate by the AMEDD Comptroller. Because of the large sums which are expended to be provided AMEDD during the course of Project JMWK, the responsible AMNAV2 Case Officer should encourage the submission of details beyond the minimum accounting requirements stated above to the maximum extent permitted by the operational relationship.

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3. Based upon the transfer of accountability from Headquarters, and acknowledgement of receipt of funds in the monthly AEMU accounting, the JMWAVE Certifying Officer is authorized to write such amounts off to expense and to establish them in appropriate local ledger accounts for future accounting. The monthly recovery accountings shall be reviewed by the Chief of Section, JMWAVE, to ascertain they are in general conformance with the budget estimate submitted for the month under review, and forwarded to JMWAVE Headquarters for approval. The Chief, Administrative and/or Political Action Sections, JMWAVE, will review the accountings. The reviewers shall certify that to the best of their knowledge and belief the accountings are true and correct and funds spent for purposes for which intended. After review they will be forwarded to the Chief, JMWAVE for his certification that, to the best of his knowledge and belief, the expenditures included therein are reasonable and necessary in the circumstances. The monthly accounting will be reviewed by the Chief, JMWAVE, and the Chief, Administrative and/or Political Action Sections, JMWAVE, and the Chief, JMWAVE, will certify that the accountings are true and correct and funds spent for purposes for which intended. After review they will be forwarded to the Chief, JMWAVE for his certification that, to the best of his knowledge and belief, the expenditures included therein are reasonable and necessary in the circumstances. The monthly accounting will be reviewed by the Chief, JMWAVE, and the Chief, Administrative and/or Political Action Sections, JMWAVE, and the Chief, JMWAVE, will certify that the accountings are true and correct and funds spent for purposes for which intended. After review they will be forwarded to the Chief, JMWAVE for his certification that, to the best of his knowledge and belief, the expenditures included therein are reasonable and necessary in the circumstances.

W. W. RIFE

This activity will be carried out in accordance with the provisions of the relevant laws and regulations.

VII. RESTRICTIONS

7. This activity shall not be liquidated except under the provisions of an approved liquidation plan.

APPROVED, by direction of D/S

[Signature]
D/S

[Signature]
D/S

APPROVED, by direction of D/S

[Signature]
D/S

Date